



## **Development Manager 2023**

### **About The Ridges Sanctuary**

The Ridges Sanctuary promotes positive environmental behaviors through impactful educational experiences, land protection and ecological research. The Ridges was established in 1937 after Albert Fuller, then Curator of Botany at the Milwaukee Public Museum, began spending a significant amount of time surveying the landscape. Fuller spearheaded a grassroots movement to protect this incredibly diverse property and establish Wisconsin's first land trust. The Ridges now protects over 1,600 acres comprising fifteen discrete plant communities, 475 inventoried vascular plants, a Boreal Forest glacial relict, and twenty-nine of Wisconsin's forty-nine native orchids. The Ridges has also established popular education programs for all ages, a nationally recognized Orchid Restoration Project, and welcomes over 35,000 visitors to the Nature Center each year.

### **Position Summary**

The Ridges Sanctuary seeks a highly motivated individual to coordinate, manage, and organize fundraising initiatives on behalf of the organization. This individual will work closely with staff, board members, Development Committee, and key stakeholders to support The Ridges mission by utilizing grant research and writing, individual and business donation solicitation, event-related fundraising, memberships, and ongoing donor stewardship.

The Ridges is at an inspiring inflection point of growth and expansion. Over the next few years this position will foster opportunities to grow within the organization and support the critical fundraising functions to ensure The Ridges can continue to deliver on its mission. This position will have the opportunity to learn from and work alongside additional development staff during the creation and implementation of a capital campaign.

This full-time, exempt position reports to the Executive Director and works directly with an Administrative Assistant and Marketing Director.

### **Duties & Responsibilities**

#### *Development*

- Assist Executive Director to develop and execute comprehensive Development Plan to meet revenue goals that support all programs, financial goals, and organization operations
- Support annual appeal campaign, year-end giving, and fundraising events, as well as develop new opportunities to increase donation revenue
- Implement new strategies to increase individual, family, and business memberships
- Secure event and program sponsorships
- Support the development and implementation of capital campaigns and special fundraising projects

- Identify new donor prospects and manage strategies and activities for donor cultivation, solicitation, and stewardship
- Work with Executive Director and Development Committee to increase membership to the Albert Full Society, donors designating The Ridges for planned gifts
- Research new grant funding opportunities, establish relationships, write funding proposals, and oversee all grant reporting
- Ensure donor intentions are followed and acknowledge donors when appropriate

#### *Marketing & Communications*

- Work directly with Marketing Director to promote The Ridges programs, events, and public relations with the goal of enhancing donor outreach
- Assist with the production of marketing materials to increase and drive awareness of The Ridges Sanctuary, its programs and activities

#### *Administrative*

- Prepare program and staff reports for Executive Director, Board of Directors, and Development Committee as needed
- Oversee development and distribution of all gift receipts, thank you letters, reports to board of directors, and other fundraising correspondence in timely manner
- Oversee the accuracy of our donor database system and work with staff to manage and maximize the capabilities of our database systems (Altru).
- Attend Development Committee meetings and participate in board meetings as needed

#### **Candidate Profile & Qualifications**

- Strong written and interpersonal communication skills
- Bachelor's degree with relevant coursework or equivalent in background and related experience
- Knowledge and experience of writing and managing grants
- Experience in financial management planning
- Proven experience in developing marketing strategies
- Demonstrated passion for supporting The Ridges' mission

#### **How to Apply**

Please send cover letter and resume to Andy Gill, Executive Director at [andy@ridgessanctuary.org](mailto:andy@ridgessanctuary.org) by May 22, 2023. We will be interviewing candidates as submissions come in.

*The Ridges Sanctuary is an equal opportunity employer and considers applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally-protected status.*